



# Campbell County Public Library

## *Study Room Reservation Form*

Created 15 Nov 2011

Revised 20 Jan 2016

Reviewed 15 Nov 2017

### **Purpose and Availability**

The Library's study rooms are intended primarily for use by small groups or individuals. All groups and individuals reserving a study room are expected to read and follow this policy.

Organizations may not use Library facilities for purely social functions, fundraising or commercial enterprises. No organization's use of the room may interfere with or disturb the Library's regular operations. An organization's use of the facilities does not imply the Library's endorsement. The Library reserves the right to deny the use of Library facilities. The Library accepts no liability or responsibility for any damage to persons or property arising out of use of Library facilities. The Library is a limited public forum and, as such, may deny the use of its facilities in accordance with its policies.

### **Guidelines for Public Use**

- Application for use of Library facilities must be completed each time the study room is requested.
- The application form must be completed and returned to the Library prior to the scheduled meeting.
- The application must be approved by the Library Director (or designee) prior to the scheduled meeting.
- All room use must be within regular operating hours but must end a minimum of fifteen minutes prior to closing.
- Reservations will be taken on a first-come, first-served basis. Reservations may be made up to three months in advance. A maximum of three meetings at a time may be scheduled.
- The rooms may be reserved for a two (2) hour block per day. Time may be extended beyond two hours, not to exceed four (4) hours a day, if others are not waiting.
- The Library shall be notified 48 hours in advance in case of cancellations or changes. Rooms will only be held for 10 minutes past the reservation time.
- Requests for audiovisual equipment must be made with the application.
- When using the Library's facilities, admission fees may not be charged nor may a donation be solicited. Any funds collected or exchanged within the study room must not benefit a particular person but be used for charitable purposes or for the maintenance of a non-profit organization.
- No smoking or alcoholic beverages are permitted.
- Only light refreshments are permitted (i.e., small snack bag). Drinks should be in closed containers.
- If furnishings of the study room are rearranged, they shall be returned to previous arrangement.
- The person completing application for use of Library facilities is responsible for any damages to Library property. Damages should be reported to Library personnel as soon as possible.
- Accidents shall be reported immediately to Library personnel.
- Failure to adhere to regulations may result in denial of future use of Library facilities.
- The Library will not be responsible for storage of any materials or equipment. Short term exceptions may be made upon request.
- Except as a designation of location, the name of the Library may not be used in any publicity.
- All rules for appropriate behavior in the Library must be observed while using the study room.
- The Library reserves the right to cancel a meeting at any time.

### **Review or Appeal Procedure**

Exceptions to this policy may be made at the discretion of the Library Director or his/her designee. Individuals or groups who are denied use of a study room may appeal to the Director. Such appeal shall be filed in writing with the Director within 10 days of rejection of the application.

## Application

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Name of individual filing application: \_\_\_\_\_

Meeting date: \_\_\_\_\_

Meeting time **from** (include set up) : \_\_\_\_\_ **to** (include clean up): \_\_\_\_\_

Topic or purpose of meeting: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (day): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Equipment needs (audiovisual, easel, etc.): \_\_\_\_\_

## Signature

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I have noted the conditions for use of the room and accept the responsibility for the room, its contents, and the behavior of any individuals in attendance.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use Only

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Library employee taking application: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_